**Sample Approval Matrix**

This is the sample Approval Matrix referred to in GIACC Measure 13 “Decision-making Process” which forms part of GIACC’s “Anti-Corruption Programme for Organisations”.

Note that this is a sample only. An organisation should adapt the roles, values and approvals to suit its own requirements.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Key:**

1: Approval of one of any of these managers required.

2: Approval of two of any of these managers required.

3: Additional approval of this manager required.

4: Board approval required.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Board** | **Chief Executive** | **Finance Director** | **Sales Director** | **Compliance Manager** | **Project Manager** |
| **Commitment of less than $[5,000]** |  | **1** | **1** | **1** | **1** | **1** |
| **Commitment of between $[5,000] and $[50,000]** |  | **2** | **2** | **2** | **2** | **2** |
| **Commitment of between $[50,000] and $[250,000]** |  | **2** | **2** | **2** |  |  |
| **Commitment of more than $[250,000]** | **4** |  |  |  |  |  |
| **Commitment where corruption risk assessment shows medium risk (regardless of commitment value)** |  | **2** | **2** | **2** | **3** | **2** |
| **Commitment where corruption risk assessment shows high risk (regardless of commitment value)** | **4** |  |  |  |  |  |